

**LOK SABHA SECRETARIAT  
(PRINTING SECTION)**

**303, PARLIAMENT HOUSE ANNEXE  
NEW DELHI-110001**

**TENDER DOCUMENT  
FOR  
Printing of Publication 'PARLIAMENT OF INDIA' (English & Hindi versions)**

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*Contd. 2/-*

## INSTRUCTIONS TO THE BIDDERS

### Open competitive bidding for the printing of a multi-coloured prestigious pictorial Publication 'PARLIAMENT OF INDIA' (in English and Hindi versions)

1. **Two Bid System** : The tender is invited under **two bid system i.e. Technical Bid and Financial Bid**. Annexure I, II & V are related to Technical Bid and Annexure III & IV for Financial Bid. The interested printing press(es)/firms are requested to submit two separate sealed envelopes superscribing (i) "Technical Bid for the printing of publication Parliament of India" & (ii) "Financial Bid for printing of publication Parliament of India". Both sealed envelopes should be kept in a third envelope superscribing "**Tender for printing of publication Parliament of India**". EMD draft of the requisite amount is to be kept in the envelope of Technical Bid.
2. **The Technical Bids will be opened on 18.07.2016 at 1500 hrs.** at the first stage and then will be evaluated by the Competent Authority. At the second stage, **Financial Bids of only technically qualified Bidders will be opened on 25.07.2016 at 1500 hrs.** in the presence of the bidders who wish to remain present.
3. The prospective bidders may contact the **Manager of Printing, Printing Section (Room No. 303, Parliament House Annexe, New Delhi; Phone No. 23034303, 23034309) to obtain the Form of Quotation and also for any clarifications in this regard.** It can also be downloaded from the official website of Lok Sabha Secretariat <http://www.loksabha.nic.in>
4. Bidders are also requested to furnish at least one high quality coloured pictorial publication printed by them as sample copy indicating their printline on the publication.
5. Rates be quoted as per given specifications for the printing of publication 'Parliament of India' in *Annexure III* & Form of Quotation in *Annexure IV*.
6. **Eligibility of the bidders**
  - (i) Should have minimum **3 years** of experience in printing work with Govt. Deptt. of publications of similar nature (Valid proof with list of clients have to be attached).
  - (ii) Should have minimum turnover of **Rs. 1 crore** per annum during each of the last three years (valid and certified proof has to be attached).
  - (iii) Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration has to be given in the prescribed format (*Annexure I*).

**7. Earnest Money Deposit**

- (i) The Earnest Money Deposit (EMD) of an amount of **Rs. 1,00,000 (Rupees one lac only)** should be deposited in the form of Demand Draft drawn in favour of **Drawing and Disbursing Officer, Lok Sabha Secretariat** and should be kept in a **separate sealed envelope superscribing as E.M.D. The value of DD should not be mentioned on the cover. Tender received without EMD or EMD for lesser amounts will be summarily rejected, no one will be exempted from submission of EMD.**
- (ii) EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
- (iii) EMD will be returned to the unsuccessful bidders.

**8. Performance Security Deposit (PSD)**

- (i) PSD an amount of **Rs.3,00,000 (Rupees three lakh only)** will have to be deposited by the successful Bidder **within 10 days of issue of intimation** to ensure due performance of the contract.
- (ii) PSD shall be in the form of Demand Draft payable to **Drawing and Disbursing Officer, Lok Sabha Secretariat, New Delhi.**
- (iii) PSD will be released after all contractual obligations by the Printer are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily within the stipulated period.
- (iv) No interest will be payable on the PSD amount.

**9. Documents / Certificates**

The printing press(es)/firms are required to submit the following documents in technical bid with self attested photocopies with rubber stamp of the printing press/firm on each page(s), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms from Government Department;
- (b) Copy of CST/VAT Registration Certificates and copy of VAT deposit slip for the quarter ending March, 2016 (complete return copy);
- (c) Copy of PAN Card;
- (d) Copies of complete Income Tax Returns filed for last 3 assessment years (2013-14, 2014-15 & 2015-16);

- (e) Audited Balance Sheet of the last three financial years showing minimum turnover of Rs. 1 crore per annum;
- (f) Proof of minimum 3 years experience in printing work with Govt. Deptts., List of Clients;
- (g) Declaration regarding blacklisting or otherwise (*Annexure-I*); and
- (h) Sample paper and board is required to be attached.
- (i) Sample of similar printing/photography work done in other Govt. Deptts.

10. **Mode of Submission and last date for submission**

Tender in a sealed envelope should be addressed to the **Director (Printing), Lok Sabha Secretariat, Room No.303, Parliament House Annexe, New Delhi**, and must reach on or before **18.07.2016 by 1500 hrs.** Tenders may be hand delivered at Distribution Branch of the Lok Sabha Secretariat, New Delhi-110001. If sent by post, Lok Sabha Secretariat shall not be responsible for loss or delay in transit. **Technical Bids will be opened on the last date of receiving the tenders mentioned above at 1530 hrs.** in Room No. 302, PHA. Bidders/Authorised Representative of the Bidders are allowed to be present during the opening of Technical bid.

11. **Rejection of incomplete and conditional tenders**

The incomplete & conditional tenders and tenders without EMD & Samples will be rejected. **Quoting unrealistic rates will be treated as disqualified.**

12. **Non-acceptance of the tenders received after the last date**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

13. **Non-transferability**

This tender is non-transferable.

14. **Extension of last date at the Discretion of LSS**

Lok Sabha Secretariat, New Delhi, may in their discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

## **TERMS & CONDITIONS**

### **FOR THE PRINTING OF PUBLICATION "PARLIAMENT OF INDIA" (English & Hindi ver.)**

#### **Rates/ Prices**

1. The rates should be quoted in Indian Rupees in words as well as in figures only.
2. Tender rates should be valid till the completion of the job. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained.
3. Prices should be quoted F.O.R. Destination (Free delivery at LSS]

#### **Penalty**

4. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, printing or layout, binding etc. the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.
5. If the Bidder/firm leaves the job without completing it, the LSS may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.

#### **Settlement of disputes**

6. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Secretary-General, Lok Sabha or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

### **Purchasers Rights**

7. The LSS reserves the right to accept/reject any or all the Bidders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
8. The LSS reserves the right to award the tender to more than one Bidder.
9. The LSS reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards.

### **Execution of Job**

10. Printing of both the versions of the publication *i.e.* 'Parliament of India' and 'भारत की संसद' should be as per the specifications mentioned in *Annexure III*.

### **Photography**

11. Photographs are required to be shot through professional/specialist photographer. Being high security zone, the shooting of photographs will be done by the printer as per clearance of Parliamentary Security.

### **Process of Printing**

12. Multi-colour Offset printing by CTP thermal plates.

### **Delivery**

13. (i) Delivery of printed copies are to be supplied in the Distribution Branch of the Secretariat within the stipulated time mentioned in the Purchase Order or as instructed at any later stage.  
(ii) Author proofs and soft copy of the final text to be handed over in the Printing Section.

### **Mode of Payment**

14. Payment against Bill / Invoice shall be released only after supply of printed copies in full quantity to the satisfaction of the Lok Sabha Secretariat (LSS). No interest will be payable on the delayed payments. Payment will be made direct to the printer through **A/c payee cheque or online transfer in the account of the firm only**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

### **Change in quantity**

15. Number of copies of the publication to be printed may increase/decrease, the Bill in that case will be settled on pro-rata basis.

### **Agreement**

15. The bidder who is awarded the contract will be required to sign **Proforma Rate Contract Agreement** with the Lok Sabha Secretariat (LSS) as per the specimen (*Annexure II*).

### **Imprint Line**

16. The imprint line of the Press must be printed at suitable place or wherever indicated by the Lok Sabha Secretariat.

### **General /others**

17. The bidder firm will be bound by the details furnished by them to LSS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by them is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making them liable for **legal action besides termination of the contract**.
18. No charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, etc. will be allowed. All these are to be borne by the tenderer only.
19. Sample of paper and board to be attached alongwith the tender.

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**DECLARATION  
(Regarding non blacklisted firm)**

To

The Director (Ptg.)  
Printing Section  
Lok Sabha Secretariat,  
Room No. 303  
Parliament House Annexe,  
New Delhi-110001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we do hereby undertake to furnish Performance Security Deposit (PSD), as applicable, in the format to be provided by your Secretariat as per condition for obtaining the Purchase Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealings. I/We further undertake to report to the Director (Ptg.), Room No. 303, Parliament House Annexe, Lok Sabha Secretariat, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date:

**PROFORMA RATE CONTRACT AGREEMENT**

**Printing of publication "PARLIAMENT OF INDIA" (English & Hindi ver.)**

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the tenderer for acknowledging that he/she has seen the terms and conditions of the agreement.

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**AGREEMENT**

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2016 between M/s. \_\_\_\_\_

herein referred to as the Printer under the name and style of M/s. \_\_\_\_\_ of the one part.

**Lok Sabha Secretariat (LSS)**, acting through the **Director (Ptg.)**, herein after referred to as the other part whereas the said contractor has agreed with the **Lok Sabha Secretariat** for printing and supply of the required publication with the specifications.

Now this indenture witnessed that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

01. The contractor agrees to undertake to **printing of publication "Parliament of India"** (English & Hindi versions) as per the requirement as agreed to in their tender and letter dated \_\_\_\_\_ at the rates quoted by him/them. The rates are inclusive of all the levies taxes like freight and exclusive as the case may be insurance etc.
02. The printing of **publication "Parliament of India" (EV&HV)** which are not in conformity with the requirements/specifications are liable to be rejected.

03. This contract shall be effective from \_\_\_\_\_ to \_\_\_\_\_. The Tender is valid **till the job is completed in all respect** from the date of signing of the agreement.
04. The contractor shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the Secretariat. In case the Printer fails to adhere to prescribed time schedule or any other deficiency is found in respect of quality of paper, cover, printing, layout, binding, etc., the Performance Security Deposit is liable to be forfeited and penalty can be imposed as deemed fit by the Secretariat.
05. The security deposit paid by the contractor for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **Director (Ptg.) or in-charge of the Printing Section** on behalf of the Lok Sabha Secretariat to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform /fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
06. The Performance Security Deposit (PSD) shall be released without any interest after successful completion of the job in all respect.
07. That all disputes arising out of this contract will be referred to the arbitration of the arbitrator appointed by Secretary-General, Lok Sabha under the Arbitration and Conciliation Act, 1996. The award of the arbitrator shall be final and binding on the parties to this contract. Provisions of the Indian Arbitration Act, 1996 and any statutory modification / enactments thereto and the rules made there under from time to time shall apply to such arbitration.

08. The PSD is to be forfeited to the Lok Sabha Secretariat without any prejudice to any other rights and remedies of Lok Sabha Secretariat in case the contractor fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period, if any.

09. That the tender schedule and terms & conditions shall also form part of the agreement.

10. That the contractor acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof, the contractor has set his hand and the Lok Sabha Secretariat has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the  
Company/Firm

Signature of the authorized official of  
the LSS

Signature:

Signature:

Name :

Name :

Address :

Address :

**Specifications for the printing of publication "PARLIAMENT OF INDIA" (English & Hindi ver.)**

1. Size : 8<sup>1</sup>/<sub>2</sub>" x 12"
2. No. of copies : English ver. - 2,000 copies  
Hindi ver. - 1,000 copies
3. No. of pages : About 370 printed pages in each version
4. Layout designing/photography : Each page requires layout designing, art work, etc. Colour correction and system work in photographs will be done by the printer. Photographs are required to be shoot through professional/specialist photographer. Being high security zone, the shooting of photographs will be done by the printer after obtaining clearance from the Parliament Security Service. The previous edition of the publication had approx. 300 nos. photographs. All photo shoots will be put before the competent authority and only selected photographs will be included in the publication. Photo selection will be as per satisfaction of the Secretariat otherwise more photographs will have to be shoot by the printer/photographer.
5. Mode of printing : Multi-colour offset printing on high quality printing machines by CTP thermal plates with imported inks.
7. Paper : Text : 170 GSM Imported Art Paper (Austrian green pack)
8. Jacket : 170 GSM Imported Art Paper with multi-colour offset printing, lamination, UV and leaf printing.
9. Binding : Sectional sewing on automatic machine & hard case binding (3mm imported kappa board) with self-pasted cover.
10. Layout of the pages : Being a pictorial publication, attractive layout of pages along with photo placement be prepared and presented for approval. The printer has to submit proofs/ferro proofs till finalization of the publication.
11. Time Schedule : Proofs & printed copies are to be provided as per Secretariat's schedule.  
  
The Printer has to make arrangements for collecting manuscripts and proofs from the Secretariat immediately during office hours or on odd hours and on holidays as and when called for.
12. Delivery of printed material : The printed copies are to be supplied in single packing in Parliament Complex, New Delhi along with properly arranged author proofs and soft copy/e-text of final text. The printer will handover high resolution photographs shooted by them/used in the publication.

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**Note** : Previously printed sample copy can be seen in Printing Section for specification.

**FORM OF QUOTATIONS  
for the printing of publication "PARLIAMENT OF INDIA" (English & Hindi ver.)**

**Per Book rate containing 370 pages\***

(All inclusive – shooting of photographs, scanning, composing/layout designing, processing, plate-making, multi-colour offset printing on 170 GSM imported art paper, hard-binding, delivery, etc.)

- (i) ENGLISH VERSION (for 2000 copies)                      Rs. \_\_\_\_\_ per book<sup>#</sup>  
[Rupees.....]
- (ii) HINDI VERSION (for 1000 copies)                      Rs. \_\_\_\_\_ per book<sup>#</sup>  
[Rupees.....]

\_\_\_\_\_  
\*Prorata rate will be applicable in case of increase/decrease in no. of pages of the book.

<sup>#</sup> Excluding VAT.

*(Signature of Tenderer with seal of the Firm)*

**CHECK LIST**

Check-list proforma has to be filled by the Tenderer.

Name & Address of Printer/firm \_\_\_\_\_

Tel. No: ..... Name of contact person ..... Mobile No.....

1.	DD/Pay Order No.; amount & date of EMD	DD/Pay Order No. ...., Bank ..... Amount Rs. .... Dated.....
2.	Registration Certificate from Govt. Deptt.	No. & Date ..... Issuing Authority .....
3.	CST/VAT/TIN Registration No. (Enclose copy) (Enclose copy of VAT deposit slip for the quarter ending March, 2016)	No. & Date ..... Whether copy enclosed : Yes..... No.....
4.	PAN Card No. (Enclose copy)	No. & Date .....
5.	Complete Income Tax Returns (last 3 assessment years)	2013-14 _____ 2014-15 _____ 2015-16 _____
6.	Audited Balance Sheets indicating turn over more than 1 crore for the last 3 years	2012-13 _____ 2013-14 _____ 2014-15 _____
7.	(i) Proof of 3 years experience of printing work with Govt. Deptts.  (ii) Attach sample of similar type of job done by the printer with shooting of photographs and quality printing)	Yes..... No.....  Yes..... No.....
8.	Declaration for not blacklisted by the Govt. Deptt.	Yes..... No.....
9.	Attach sample of paper/board	Yes..... No.....

I/We certify that the information furnished above is true and correct.

All terms and conditions mentioned regarding printing of the publication 'Parliament of India' are acceptable to us.

Dated: .....

Name with Designation of Authorised Signatory & Seal of the Firm